



Serving on Boards and Committees





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*THE IMPORTANCE OF BEING A BOARD MEMBER  
MAKING THE 'RIGHT' DECISION*

- ➡ Today communities across the country are becoming aware of the value of having youth and emerging leaders as members of boards and councils.
- ➡ Youth bring new ideas, vibrant energy and vision to boards.
- ➡ However, as youth are being recruited, it is necessary to help prepare them for challenges and responsibilities related to board membership.




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*WHAT IS A BOARD OF DIRECTORS*

- ▶ A Board of Directors is a group of people who make decisions about what an organization does and how it is managed.
- ▶ Board members are responsible for writing policies, approving an annual budget and what the organization does for the community.
- ▶ Members are selected to represent different groups from the community




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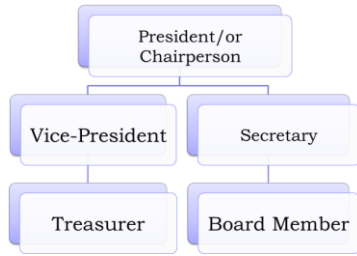
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### A BOARD IS LEAD BY OFFICERS




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### DUTIES OF THE OFFICERS

- **President/or Chairperson** –The President leads the meetings and chairs the Board’s Executive Committee and its activities.
- **Vice President** is the backup for the Board President. He/she will chair the meeting when the president is not there. He/she may also chair special committees.
- **Secretary** – ensures records of the Board are up to date. He/she documents the minutes of meetings and all important decisions.
- **Treasurer** – makes sure all financial records are complete. He/she informs Board if sufficient funds are available to meet their objectives and ensures an annual audit (official review) of the organization’s finances.
- **Board Member** – Members are responsible for making sure the organization follows the law and its budget.




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### SERVING ON A COMMITTEE

*Committee – a group directed by the Board to carry out work on projects and report back to the Board.*

*The committee will determine a work plan with a time table to accomplish these projects.*




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### WHAT IS MY MISSION? WHAT IS IMPORTANT TO ME?

*It is important to know  
Why ?  
you want to be on a Board or  
Committee*

*Example of a Mission Statement*

*"I want to make a difference in  
the community in regards to  
people with disabilities"*

**What is true for you**

- *Be a decision maker*
- *Share my thoughts,  
ideas and feeling*
- *Help improve the  
organization*
- *Teach other self-  
advocates about  
leadership*
- *Make a difference*




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### WHAT QUALIFIES ME TO BE A MEMBER?

- ▶ My experience with this kind of organization
- ▶ My experience with Boards and Committees
- ▶ My personal life experience in a certain area  
that could be shared with Boards and  
Committees
- ▶ Why joining this organization is important to  
me (my mission statement)




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**A Good Board Member:**

- Is honest and ethical
- Is open minded
- Is willing to take on  
challenges and problems
- Is a team player and  
works well with other  
board members
- Has a genuine interest in  
the success of the  
company

**Traits to Avoid:**

- Unwilling to compromise
- Always taking the  
"opposite" viewpoint – just  
for show
- Talking forever on  
strongly held opinions,  
rarely backed with fact or  
research
- "Board hopping" – sitting  
on a lot of boards but not  
serving any well




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NOW LET'S PLAY

## ON THE "BOARD" WALK

*Making the Right Decisions*




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### RULES

- 5 teams
- Each team has one spokesperson
- 3 minute team discussion (after question is read)
- 1 minute response time per team
- 5 minute judging and group discussion




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*You have decided what your interest and values are in regards to being a board member.*

*Where would you look to find the different mission statements of companies or organizations that match your interest?*




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*You are serving on a board that you like o.k., but you get an offer for another board that you love what they are doing.*

*What do you do?*




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*You have agreed to serve on a board and committed your time. You have a meeting this evening in which you are scheduled to participate in a presentation; however, your favorite band is performing at that time and you just won tickets to the event.*

*What do you do?*




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*You are serving on a board and asked to serve on a committee.*

*How do you figure out on which committee would you be most productive?*




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*You are attending a board meeting and your best friend is in a rock band and is performing for the first time that day, but the meeting runs way over the scheduled ending time.*

*What would you do?*



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